



**Application for Workforce Investment Board**  
**2014 Certification**

**Date:** (Date Submitted) **Due by January 31, 2014**

**To:** **New Jersey State Employment and Training Commission**

This application for recertification is submitted on behalf of the (Area name)  
Workforce Investment Board (WIB).

By signature below, we certify that the required materials and information have  
been provided to the New Jersey State Employment and Training Commission  
(SETC) as outlined in the chart below, pursuant to N.J.A.C. 12:42-4.

**Submitted by:**      *Signature*      *Date*

\_\_\_\_\_  
(Name), (Title of Chief Elected Official), (County name) County

\_\_\_\_\_  
(Name), Chairperson, (Area name) Workforce Investment Board

\_\_\_\_\_  
(Name), Director, (Area name) Workforce Investment Board

Item Number	Required Materials and Information	Status/Date Provided to SETC:
1	<p>A current list of local board members appointed by the chief elected official in a local area in accordance with N.J.S.A. 34:15C-15b and c. The list will show:</p> <ul style="list-style-type: none"> <li>• That the WIB membership follows the guidelines set forth by SETC Policy #2010-01 (revised 9/2013)</li> <li>• That the WIB has a 51% business membership</li> <li>• That the WIB Chair is a business member</li> <li>• The list must note if board development is needed, and the plan to achieve board membership compliance, including the recruitment and orientation process for new board members.</li> </ul>	
2	<p>The local board's budgets, required under N.J.S.A. 34:15C-15e(4), for the extant and two preceding program years (Program Years 11, 12, 13):</p>	
3	<p>The local board's annual reports, required under N.J.S.A. 34:15C-15e(5), for the extant and two preceding program years (Program Years 10, 11, 12):</p>	
4	<p>The local board's meeting minutes for extant and two preceding program years (Program Years 11, 12, 13)</p> <ul style="list-style-type: none"> <li>• Minutes should reflect regular meetings, held at least quarterly</li> <li>• Minutes should reflect the WIB budget approval process</li> </ul>	
5	<p>The local board website information, including:</p> <ul style="list-style-type: none"> <li>• Website URL: (URL location here)</li> <li>• Published list of local board members: <ul style="list-style-type: none"> <li>○ (URL location here)</li> </ul> </li> <li>• Published local board meeting minutes: <ul style="list-style-type: none"> <li>○ (URL location here)</li> </ul> </li> </ul>	

6	<p>The local board councils and committees information, including:</p> <ul style="list-style-type: none"> <li>• List of active WIB councils and committees, including those required under N.J.S.A. 34:15C-15. (As outlined in the WIB Member Handbook and the WIB Roles and Responsibilities document): <ul style="list-style-type: none"> <li>○ Executive Committee (recommended)</li> <li>○ Youth Investment Council (required)</li> <li>○ Literacy Committee (required)</li> <li>○ One-Stop Committee (required)</li> <li>○ Disabilities Committee (required)</li> <li>○ Other committees, as established by the local board</li> <li>○ The list must indicate which council or committee is responsible for Business Development and Outreach issues</li> </ul> </li> <li>• Membership list for each WIB council and committee, including the name, title, and agency of each member. Each required committee’s membership should follow the guidelines set forth in the WIB Member Handbook and SETC Policy Resolution #2011-01, Membership Criteria for Appointment of “Parent” to local Youth Investment Councils</li> <li>• Council and committee meeting minutes for Program Year 2011 and Program Year 2012, reflecting regular meetings</li> </ul>	
7	<p>Current local board by-Laws, addressing at a minimum:</p> <ul style="list-style-type: none"> <li>• Election of WIB Officers</li> <li>• WIB attendance policy</li> <li>• Conflict of Interest policy</li> </ul>	
8	<p>List of local board staff, including:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Title</li> <li>• Office address</li> <li>• Name/title of who they report to</li> <li>• Percent of time dedicated to WIB activity</li> </ul>	
9	<p>Memorandum of Understanding (MOU) between local board and local elected officials:</p> <ul style="list-style-type: none"> <li>• The MOU must outline the process for board member appointment and removal</li> <li>• Multi-county areas must provide the MOU which establishes the lead county, if a separate agreement</li> </ul>	

10	WIB designation or certification of qualified One-Stop Operator, by MOU, Letter of Agreement or Contract	
11	MOUs between the local board, One-Stop Operator and One-Stop Partners	
12	The local board's annual evaluation of the local One-Stop delivery system for Program Years 2012 and 2013 <ul style="list-style-type: none"> <li>The evaluation may be system-wide or may focus on one or more programs and/or services conducted in the One-Stop Centers.</li> </ul>	
13	The local board's Strategic Plan <ul style="list-style-type: none"> <li>Provide the current plan in use by the local board as of January 1, 2014</li> </ul>	
14	<p>Local Performance Measures: As outlined in the Local Workforce Investment Boards: Certification, Recertification and Decertification Rule, N.J.A.C. 12:42-4.4(e): Where the Commission determines that the local board has during the preceding two years failed to ensure that the workforce investment activities carried out in the local area have enabled the local area to meet the local performance measures, that the local board has failed to satisfactorily carry out its functions under N.J.S.A. 34:15C-15e and 20 CFR 661.305, that either the local board, or any of its members, has engaged in fraud or abuse, as those terms are used within 29 U.S.C. §2832(c)(3)(A), or that either the local board, or any of its members, has engaged in any of the prohibited conduct listed as cause for corrective actions and penalties under N.J.A.C. 12:42-3.6, the Commission shall deny the chief elected official's application for recertification of the local board.</p> <p>The SETC will evaluate the local WIB's application for recertification based on the local area achievement of the 9 negotiated performance outcomes for the area's Workforce Investment Act (WIA) funding for Program Year 2011 and Program Year 2012. The recommendation for WIB recertification will be made with consideration for any corrective actions and penalties instituted for the local area under the Local Workforce Investment Areas and Local Workforce Investment Boards: Performance, Technical Assistance, Corrective Actions and Penalties Rule, N.J.A.C. 12:42-3.</p>	
15	Youth Barrier Identification <ul style="list-style-type: none"> <li>Local area designation of 6<sup>th</sup> Youth Barrier reflected in <u>full WIB meeting minutes</u>.</li> <li>Copy of form used to identify eligible youth, showing all barriers.</li> </ul>	

Resource Materials provided:

- Local Workforce Investment Board Re-Certification Process Timeline (2/21/2012)
- WIB Roles and Responsibilities (2/21/2012)
- WIB Certification and Accountability Rules (2/21/2012)
- SETC Policy Resolution #2011-01, Membership Criteria for Appointment of “Parent” to local Youth Investment Councils (2/21/2012)
- WIB Member Handbook, published by SETC, May 2007 – available at [www.njsetc.net](http://www.njsetc.net)
- WIB Membership List Template in Excel (1/17/2013)
- WIB Membership List for Website (1/17/2013)
- Annual Report Guidance on Skill Level and Competency Guidelines (1/17/2013)
- LWD/SETC Youth Performance Accountability Directive No. 1-12, Youth Requiring Additional Assistance (1/17/2013)
- Guidance on WIB Evaluation Reports (6/11/2013)
- Local Workforce Investment Board Certification Process Timeline (updated 6/11/2013)
- SETC Policy Resolution #2010-01, Local WIB Member Appointments and Process, rev. 9/17/2013